

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Facilities Maintenance Crew Supervisor

| | | |
|---|--|-----------------------------------|
| DEPARTMENT: Operations & Water Quality | ACCOUNTABLE TO: Assistant Director of Operations | FLSA STATUS: Non-Exempt |
| SALARY RANGE: | 25 | |
| <p>CLASS SUMMARY: Incumbents are responsible for organizing, prioritizing and supervising the work of maintenance crews. Duties include: reviewing and prioritizing work requests; making crew work assignments, conducting and signing performance reviews; determining training needs; performing maintenance activities for buildings and ground facilities; inventorying and ordering supplies and equipment; conducting team meetings; setting standards for outside contractors, overseeing and inspecting their contracts; drafting and implementing section budgets; generating landscape and irrigation designs; maintaining safety and security (including security systems) of Padre Dam facilities; maintaining necessary certificates for pesticide applications as well as monitoring and maintaining records of pesticide applications.</p> | | |
| <p>DISTINGUISHING CHARACTERISTICS: The Facilities Maintenance Crew Supervisor is the second level of a two level facilities maintenance series. The Facilities Maintenance Crew Supervisor is distinguished from the Facilities Maintenance Worker in that the Facilities Maintenance Crew Supervisor has supervisory and budget responsibilities.</p> | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) |
|-----------------|---|
| 1. | Supervises maintenance crews to include: monitoring work, evaluating performance, ensuring employees are trained, making pay recommendations and making hiring and termination recommendations. |
| 2. | Coordinates facilities maintenance activities by prioritizing and scheduling projects and assigning work to crews. |
| 3. | Gathers information on how to perform tasks from written sources, vendors and professionals. |
| 4. | Maintains, troubleshoots and coordinates repairs and changes to Padre Dam buildings and systems such as security, HVAC and building improvements. |
| 5. | Conducts site assessments and field visits on Padre Dam properties and makes recommendations and suggestions regarding vegetation and restoration issues. |
| 6. | Conducts team meetings to discuss methods and projects. |
| 7. | Assists crews with their work by providing technical advice and performing maintenance activities. |

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Facilities Maintenance Crew Supervisor

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) |
|----------|---|
| 8. | Purchases materials and supplies in order to ensure crews have materials and supplies required for projects. |
| 9. | Develops and administers training for crews to comply with local and Federal laws. |
| 10. | Develops and supervises outside contractors, including setting standards and overseeing and inspecting their contracts. |
| 11. | Performs other duties of a similar nature or level. |

Knowledge (position requirements at entry):

- Supervisory principles and practices;
- Basic maintenance and repair techniques for carpentry, masonry, plumbing and electrical work;
- Landscaping techniques;
- Irrigation systems.;
- Forklift and backhoe operation and training;
- Basic budgeting;
- Pesticide application methods and record keeping;
- Rules and regulations of DRMO acquirments;
- HVAC systems.

Skills (position requirements at entry):

- Monitoring and evaluating performance;
- Assigning and scheduling maintenance projects;
- Inventorying and ordering materials and supplies;
- Organizing records of purchases, including maintaining owners and repair manuals;
- Performing landscaping activities;
- Performing routine maintenance and repairs for carpentry, masonry, plumbing and electrical work;
- Reading blue prints;
- Using hand and power tools;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, outside contractors, and the general public, etc. sufficient to exchange or convey information and to provide work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and four years experience in landscaping or general maintenance including two years building maintenance experience and one year supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Facilities Maintenance Crew Supervisor

Licensing Requirements (position requirements at entry):

Position may require:

- Valid CA Driver's License;
- Pesticide License;
- Forklift Certification.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils and intense noises.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Date: 4/98; 1/02; 1/05